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Abbots Bromley School



1.17 SCHOOL POLICY FOR THE SAFE ADMINISTRATION OF MEDICINES IN SCHOOL

This protocol is designed to ensure safe practice in the storage, handling and giving of medication in school by Medical Staff, Boarding Staff, EYFS Staff or other designated or pastoral care Staff.

It has been written with due regard to adopt the guidance provided by the Department for Education titled "Supporting Pupils at School with Medical Conditions" (Sept 2014) <https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3> which replaced the guidance provided by the Department of Health titled "Managing Medicines in Schools and Early Years Settings" (now archived)

(www.gov.uk/government/publications/managing-medicines-in-schools-and-early-years-settings) and Medical Officers of Schools Association guidance titled "Administration of Medicines in Schools" (www.mosa.org.uk)

OBJECTIVES

- To meet the Department of Employment and Education Guidelines and Department of Health Recommendations. (Supporting pupils – medical needs in school) 14/96.
- To comply with the School's Health and Safety Policy and current Health and Safety legislation, i.e. the Health and Safety at Work Act 1974 and subsequent C.O.S.S.H Regulations of 1988.
- To comply with the 'UKCC' Code of Professional Conduct for Nurses, and the standards for the Administration of Medicines by Nurses 1992.
- To prevent drugs and substance misuse.
- To ensure this policy is adhered to and is in operation at all times.

1. All medicines whenever possible will be administered by the Sister on duty. If this is not possible, only staff with an appropriate First Aid qualification may administer medication, and then only after Safe Administration of Medicines training.

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2. In the case of EYFS pupils only one of the Medical Team will administer medicines. Only prescription medicines are administered and parents have to give written instructions for each dose administered.
3. Medical staff inform parents of EYFS pupils in writing on the same day or as soon as it is reasonably practical when medicine has been administered, giving the time and date, keeping a log in the medical centre
4. A small supply of home remedies will be held by Boarding Staff, these will be kept in a secure place at all times, see protocol for the administration of medicines by non Medical Staff.
5. Prior to giving any medication, and on a regular basis check expiry date.
6. Sister will dispose of any expired or unused medication.
7. When giving medication check usage and dosage.
8. Record given medication on the agreed documentation.
9. If there is adverse reaction to medication, i.e. rash, stop medication immediately.
10. Sister will deal with any administration problems, i.e. missed or over dosage.
11. Students in Y10 – Y13 may keep their own prescribed medication if it is kept in a secure place, and subject to satisfactory outcome of a risk assessment. Sister holds a list of Y10/Y11 students who self-medicate.
12. Asthma inhalers and topical preparations, i.e. eczema creams, should be labeled and never shared.
13. Pupils and their parents/guardians are expected to co-operate in the administration of medication and ensure courses of medication taken home at weekends are continued and returned to school after the weekend.
14. Sister will check First Aid boxes at least once a term and between checks Staff should report if stocks become low.
15. At the end of term, Sister will collect home remedies from Boarding Staff and a fresh supply will be delivered at the beginning of each term.

General Safeguards

All pupils / parents including EYFS should hand in any prescribed medicines to Sister brought in from home, which need to be given during the school day. This is to ensure the medicines are given at the appropriate time and the child's well being observed during the day.

If pupils such as diabetics and epileptics or asthmatics go, for example, on a field trip, their individual needs should be arranged a few days beforehand. Also the teacher should collect the first aid box from the Medical Centre the day before the outing.

A confidential list of children's medical conditions is held in the pastoral file, which is kept in both staff rooms, the EYFS staffroom being in the Prep School. It is revised and updated each term by Sister, and can be viewed on a need to know basis.

All those children with particular needs will have a care plan made out to suit their individual needs. The Sister on duty will oversee pupils who require daily injections or treatments.

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Unused Insulin will be kept stored in a small vaccine fridge at the Medical Centre where daily temperatures can be easily monitored, and the fridge locked.

A child with veruccas must wear a waterproof plaster and foot sock when swimming in the school pool or showering, they must wear their slippers around the boarding area if a boarder.

Protocol for the administration of ‘non-prescription medicines’ by non-medical staff during a trip

In the absence of a trained Nurse, those members of staff who have signed at the Medical Centre to the effect that they have received and read a copy of this document are authorized to administer non-prescription medicines provided that the protocol below is followed.

Please do not use your own medication for the pupils

Procedure

1. Establish if the pupil has taken any medication in the previous 4 hours and if so what was that medication.
2. Ask if the pupil has taken the medication you are about to offer previously and if so did she or he have an adverse reaction.
3. Check permission form for the administration of non-prescription Medication has been signed by parent/guardian.
4. Establish the reason why the pupil needs medication.
5. Check the medication has a current date code.
6. Supervise the pupil taking the medication.
7. Use the form provided to record:

The pupil’s name
The date and time of the treatment
The medication given and the dosage
The reason given

Sign or initial the form and return to the Medical Centre the following day.

Repeat dosages

Prior to trips, for senior school pupils, Year 8 and above, Sister will give a pupil her next dose of medicine in a named envelope with written instructions when to take this. The pupil takes responsibility for this and it may only be taken by the named person. For Prep School and EYFS pupils the pupils next dose will be given to the teacher. Please check with the Medical Centre prior to any trip covering several days for any pupil requiring ongoing medical requirements.

Non Prescription Medicines held by Boarding Staff

Paracetamol 20 tablets
Ibuprofen 20 tablets

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Calpol 100 mls
Simple linctus 200 mls
Simple linctus paediatric 200 mls
Olbas oil 10 mls
Ipsels 50
Anthisan cream 25g
Bonjela 15g
Savlon cream 15g
Neoclarityn 6 tablets

Paracetamol 500mg

For pupils 12 and over, analgesic for mild to moderate pain 1-2 tablets taken 4 times a day. Not to be taken with any other paracetamol products. Do not take more than two at any one time and not more than 8 in 24 hours.

Side effects, a rash has been reported in rare cases.

Ibuprofen 200mg

For pupils 12 years and over, mild to moderate pain and an anti inflammatory, recommended for period pains, sprains and strains, 1-2 tablets taken 4 times a day. To be taken with or just before food. **DO NOT GIVE TO ASTHMATICS.**

Side effects, nausea, diarrhoea and gastro intestinal irritations have been reported in past.

Calpol six plus 250mg/5ml suspension

Pain and fever relief for children, children 6-12 years 5-10mls up to 4 times a day. Children over 12 years 10-20mls up to 4 times a day. Not to be taken with any other paracetamol products.

Side effects - a rash have been reported in rare cases.

N.B on the rare occasion that a child under 6 might be resident in boarding; a small supply of **Calpol 4 months +** can be obtained from the Medical Centre.

Simple linctus

For pupils 12years and over, for relief of the symptoms of coughs, 5mls up to 4 times a day if required, fluids to be encouraged through out the day.

Simple linctus Paediatric

For children 6-12 years, for the relief of the symptoms of coughs, 5mls up to 4 times a day if required, fluids to be encouraged through out the day.

Olbas Oil

Inhalant decongestant, sprinkle 3-4 drops onto tissue and inhale.

Ipsels

Throat lozengers for the relief of sore throats, to be taken as required but no more than 10 in one day, fluids to be encouraged through out the day.

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Anthisan cream

Relief from insect bites and stings, soothes, itching and inflammation, apply cream directly to site of bite or sting 2-3 times a day.

Bonjela

A fast acting gel for mouth ulcers, a common problem caused by braces, using the child's own clean finger, ask them to massage approx one half of a centimeter of bonjela onto the sore area. This can be repeated after 3-4 hours. No more than 6 doses in 24 hours.

Savlon cream

Antiseptic ointment for cuts and grazes soothes pain and fights infection, clean wound with soap and water and apply freely, cover wound area with dry dressing if bleeding.

Neoclarityn 15mg

An antihistamine, which is an anti allergy medicine that does not make you drowsy. Relieves the symptoms associated with allergic reactions i.e. hay fever, sneezing, runny and itchy eyes and nose. This is also a good treatment for the relief of sting and nut allergies, red, itchy skin with rash.

One tablet to be taken once a day only.
Side effects - possible headache and fatigue.

Emergency

In case of emergency or doubt

Phone Medical mobile on 07854937415
Your First Aider should be able to assess the level of need
Or phone 999

Strugeron

This is for travel sickness. For short trips the Sister will dispense tablets for an outward journey subject to satisfactory consent, and also a second dose for a named pupil if appropriate for the return journey. It should only be necessary for non-medical staff to dispense these tablets during a long trip lasting several days. A packet will be given to the team First Aider who will follow the instructions on the packet.

Useful non-pharmaceutical remedies to be kept in the Boarding House

Lemon juice and honey with hot water made into a drink for coughs.
Ice pack for reducing swelling and pain.
Paper bag for hyperventilation.
Disposable vomit bowls.
Hot water bottle for period pain.

Special treatments

Staff who have care of pupils needing to use an EpiPen for severe allergic reactions must be sure where to access this. See Anaphylaxis care protocol (within the chronic conditions policy). It

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must be kept safely, but accessible at all times. Sister will give training on the use of an EpiPen on regular intervals.

Diabetes

The Diabetes Specialist Nurse and Sister will develop an individual care plan for each child with Diabetes. The medication kit will be kept in the medical department when not in use. Staff will be aware of the pupil's boxes of emergency supplies and where to access them. See Diabetes treatment protocol (within the chronic conditions policy).

References

A: Handbook for the Inspection of Schools April 2015 - The Regulatory Requirements, Part 3

B: Health and Safety Executive, (www.hse.gov.uk)

C: Health and Safety at Work" Section H of the ISBA Model Staff Handbook

(<http://members.theisba.org.uk/member-tools/reference-library/human-resources/staff-management/staff-handbook-section-h.aspx>)

D: "Health and Safety and Welfare at Work" Chapter N of the ISBA Bursar's Guide

E: "Insurance" Chapter K of the Bursar's Guide by HSBC Insurance Brokers Ltd

F: Vaccines, diseases and immunisations (www.immunisation.nhs.uk)

G: Department for Health (www.dh.gov.uk)